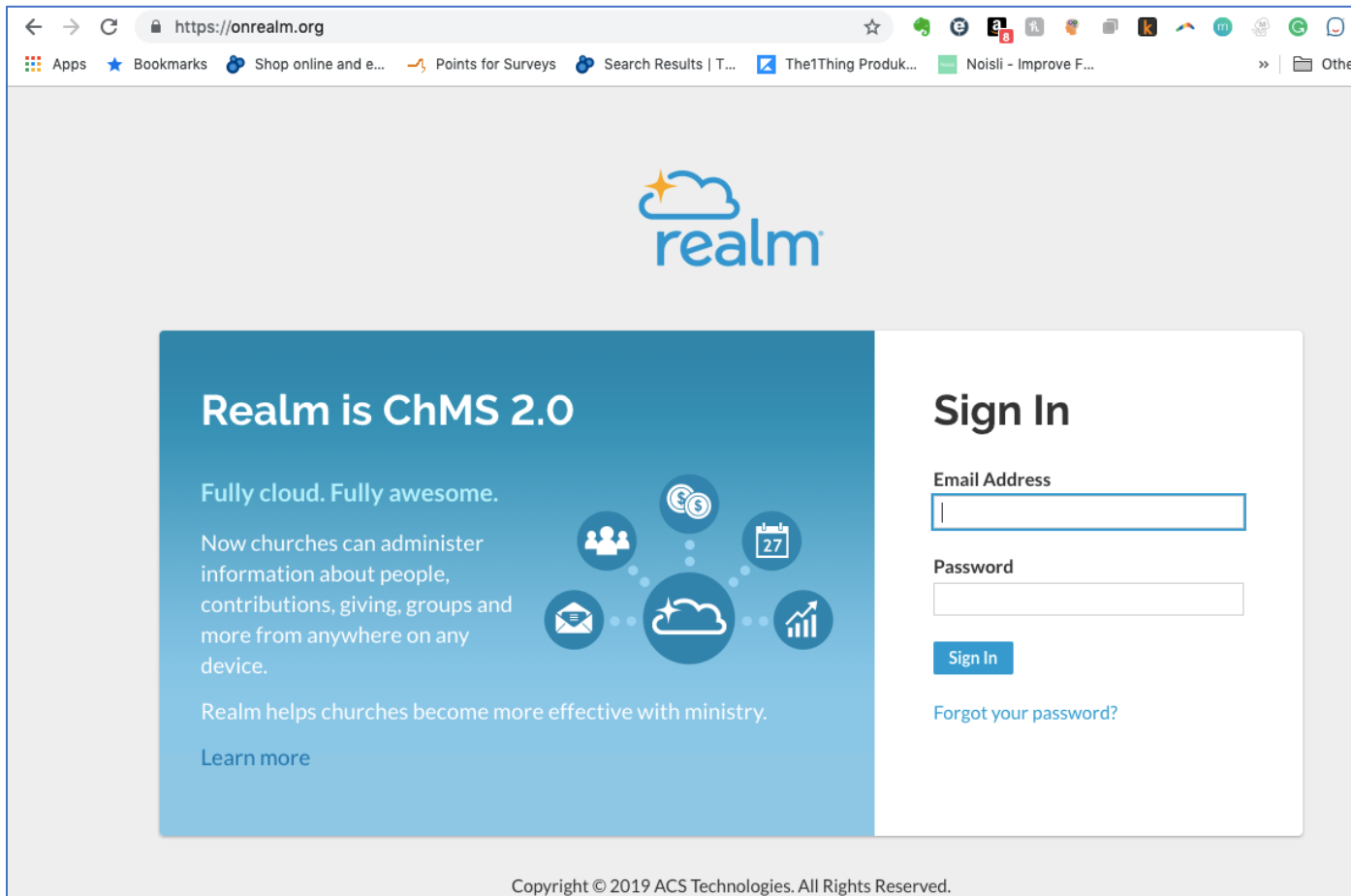


How to Login to Realm and Access the Directory

1. Enter <https://onrealm.org> into your address bar in your browser.
2. Enter your email address and password and click Sign In.

If you don't have a login, email membership@fusun.org to get set up



The screenshot shows a web browser window with the URL <https://onrealm.org>. The page features the Realm logo at the top center. Below the logo, there is a promotional banner for "Realm is ChMS 2.0" with the tagline "Fully cloud. Fully awesome." and a description: "Now churches can administer information about people, contributions, giving, groups and more from anywhere on any device." The banner includes several icons representing people, money, a calendar, a cloud, and a bar chart. A "Learn more" link is provided at the bottom of the banner. To the right of the banner is a "Sign In" form with fields for "Email Address" and "Password", a "Sign In" button, and a link for "Forgot your password?". The footer of the page contains the text "Copyright © 2019 ACS Technologies. All Rights Reserved."

3. If it is your first time logging in, you might be asked to verify your phone number. Enter your phone number. Realm will send you text message with code, then you enter the code on the next screen.



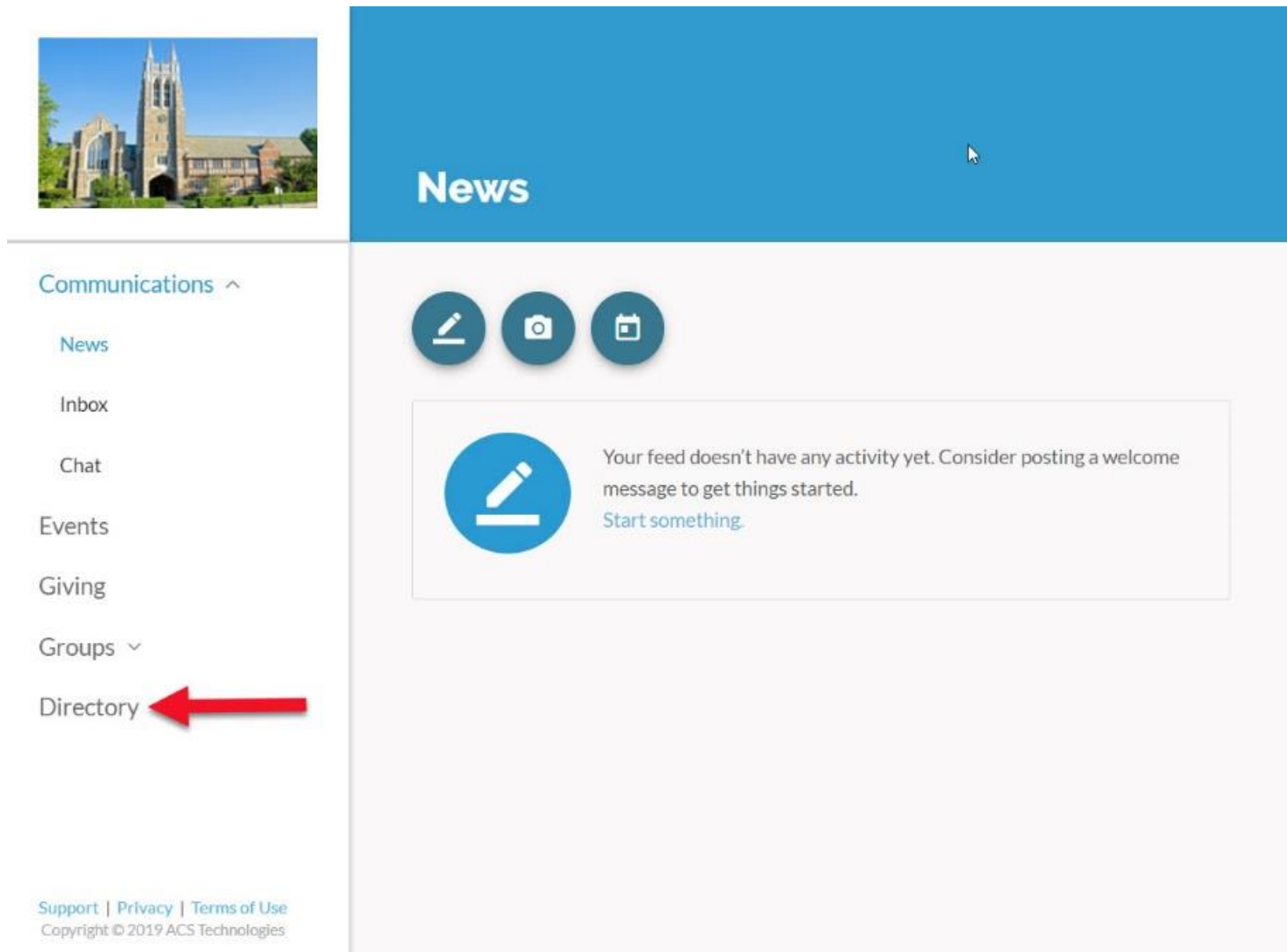
Please Verify Your Phone Number

For your protection, we ask users to validate their phone number against our records. Once we have verified you, we will send you a confirmation email. Please do not include your phone extension if you have one.

Phone Number *

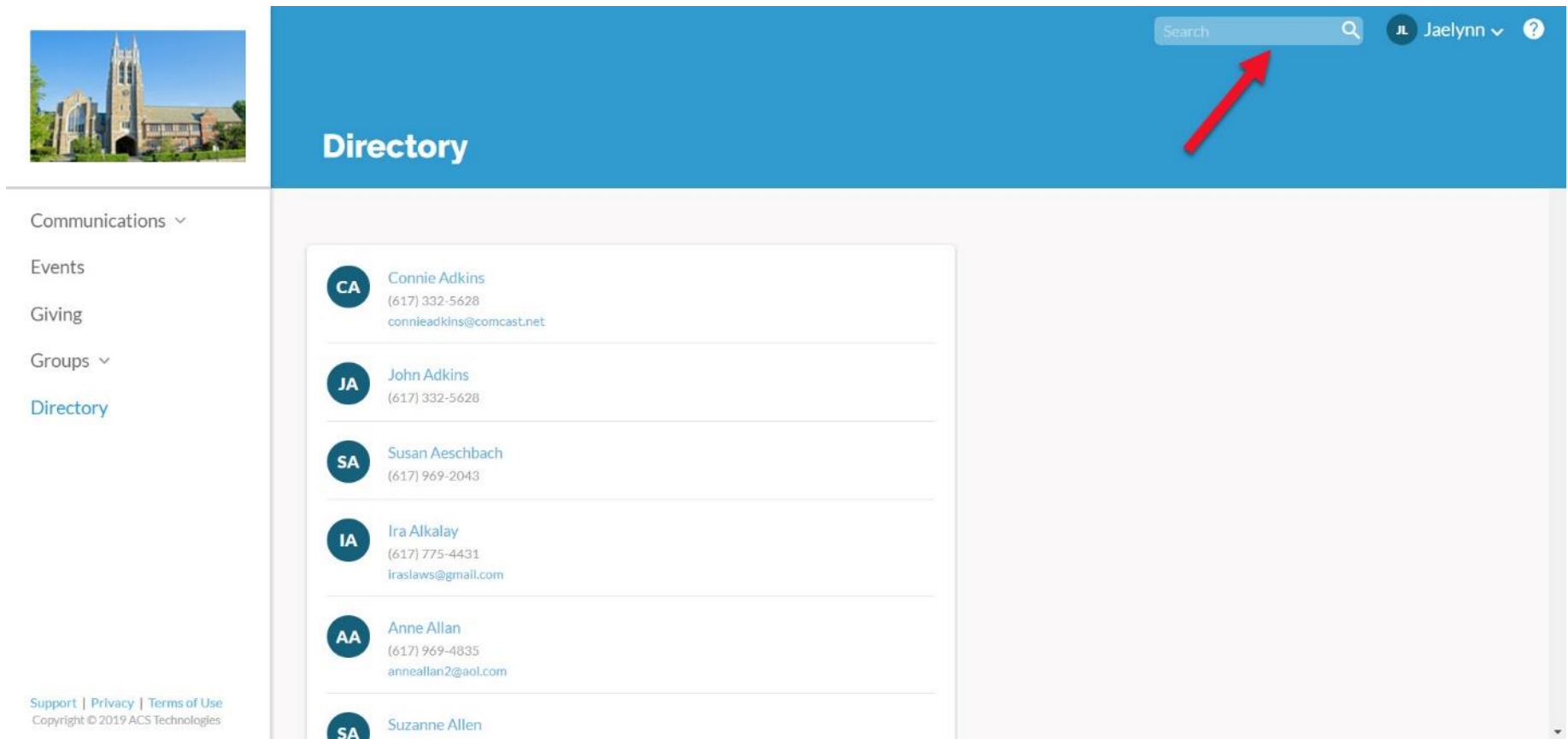
Verify Me

4. Once you've logged in, you'll see a menu on the left side. Click on the Directory option



The screenshot displays a web application interface. On the left side, there is a vertical navigation menu with the following items: Communications (with an upward arrow), News, Inbox, Chat, Events, Giving, Groups (with a downward arrow), and Directory. A prominent red arrow points to the 'Directory' option. Above the navigation menu is a small image of a Gothic-style building. The main content area on the right features a blue header with the word 'News' in white. Below the header are three circular icons: a pencil, a camera, and a calendar. A central message box contains a blue circular icon with a pencil and the text: 'Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something.' At the bottom left of the page, there is a footer with the text: 'Support | Privacy | Terms of Use' and 'Copyright © 2019 ACS Technologies'.

5. If you want to search for someone, enter their name into the search box on the upper right.



The screenshot shows a web interface for a directory. At the top left is a photograph of a church building. The top right features a blue header with a search box containing the word "Search" and a magnifying glass icon, a user profile for "Jaelynn" with a dropdown arrow, and a help icon. A red arrow points to the search box. Below the header, the word "Directory" is displayed in large white text. On the left side, there is a navigation menu with the following items: "Communications" (with a dropdown arrow), "Events", "Giving", "Groups" (with a dropdown arrow), and "Directory" (highlighted in blue). The main content area displays a list of directory entries, each with a circular initials icon, a name, a phone number, and an email address:

- CA** Connie Adkins
(617) 332-5628
connieadkins@comcast.net
- JA** John Adkins
(617) 332-5628
- SA** Susan Aeschbach
(617) 969-2043
- IA** Ira Alkalay
(617) 775-4431
iraslaws@gmail.com
- AA** Anne Allan
(617) 969-4835
anneallan2@aol.com
- SA** Suzanne Allen

At the bottom left, there is a footer with the text: "Support | Privacy | Terms of Use" and "Copyright © 2019 ACS Technologies".

6. Click on someone's name to see their photo (if they have one), their contact information, and Family info.

The screenshot displays a user profile interface. On the left is a navigation menu with the following items: Community (with a back arrow and a gear icon), Communications (with a dropdown arrow), Events, Giving, Groups (with a dropdown arrow), Directory, and Pathways. The main content area features a blue header with a profile picture of Michael Arnott and his name. Below the header is a 'Chat' button. The profile is organized into several sections: 'Contact Information' (listing Email: Marnott522@gmail.com, Phone Number: (617) 460-7303 (SMS), and Address: 175 Harvey St Apt 9, Cambridge, MA 02140-1762), 'Personal Information' (currently empty), 'Groups' (listing 'Member Of Budget Drive Pool, First Unitarian Universalist Society in'), and 'Family' (listing 'Mary White Adult' and 'Kira Arnott Child').

Community

- Communications ▾
- Events
- Giving
- Groups ▾
- Directory
- Pathways

Michael Arnott

Chat

Contact Information



Email	Marnott522@gmail.com
Phone Number	(617) 460-7303 (SMS)
Address	175 Harvey St Apt 9 Cambridge, MA 02140-1762

Personal Information

Groups

Member Of [Budget Drive Pool, First Unitarian Universalist Society in](#)

Family

-  [Mary White](#)
Adult
-  [Kira Arnott](#)
Child